

- ☐ Conversion Only
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☐ Informal Review
☒ Formal Review



STATE OF MONTANA MONTANA DEPARTMENT OF TRANSPORTATION JOB PROFILE AND EVALUATION

SECTION I - Identification

Working Title: Fiscal Programming Section Supervisor
 Class Code Number: 111916

Class Code Title: Program Manager
 Pay Band: 6

Position Number : 13007

☐ FLSA Exempt
☒ FLSA Non-Exempt

Department: Transportation
 Division & Bureau: Administration
 Budget & Planning Bureau
 Section & Unit: Fiscal Programming
 Work Address: 2701 Prospect Avenue
 Helena, MT 59620
 Phone: (406) 444-6332

Profile done by:

Work Phone:

Larry Flynn	(406) 444-9418
John Huth	(406) 444-0884

Work Unit Mission Statement or Functional Description:

The Fiscal Programming Section's mission is to develop, administer, manage and implement the fiscal aspects of the Department of Transportation's federal-aid and state funded construction program, planning programs, research projects and special grants. The Fiscal Programming Section is not only responsible for fiscal planning activities but fiscal implementation activities as well.

Describe the Job's Overall Purpose:

The Section develops, maintains and administers several complex, comprehensive financial projection and tracking systems. In addition, the Section is also responsible for the programming and administration of the Department's federal-aid and state funded projects and programs.

SECTION II - Major Duties and Responsibilities

% of Time

1. *Duties and Responsibilities*

Planning Duties

35%

The incumbent reports to the Budget & Planning Bureau Chief and is responsible for the development, administration, management and implementation of the fiscal aspects of the Department's federal-aid and state funded construction program, planning programs, research projects and special grants.

Oversee the Fiscal Programming Section incorporate the optimum project/program funding mix projection into short-term (1-3 year) and long-term (6-8 year) fiscal plans. Ensure Department plans satisfy plans and program eligibility criteria.

- 1) Responsible for the development, management and administration of the Department's computerized "Tentative Construction Program" (TCP) Projection System. This system is used to determine tentative funding availability and the optimum future federal-aid project/program funding mix. Coordinates communication between Department personnel within the Administration, Engineering, Motor Carrier Services, and Rail, Transit and Planning Divisions to ensure compliance operating procedures related to Federal Funding Legislation.
- 2) Coordinates Division, Department and external meetings to communicate fiscal plans in order to inform local governments and other interested parties as to when projects are tentatively fundable; determine future project design manpower levels and priorities (Preconstruction Management Systems); determine future construction project management manpower levels and priorities (Construction Management Systems); develop the Department's Annual Statewide Transportation Improvement Program (STIP); develop state budget appropriation requests; and, determine current and future cash position adequacy for the Department.
- 3) Formulates and administers Section policies and operational plans. Justifies and interprets Division policies, Bureau policies, Section policies and operational plans to both internal customers and to FHWA as necessary. Ensures internal procedural manuals are updated regularly.
- 4) Recommends solutions and options in order to resolve financial disputes between the various divisions and bureaus within the Department. Will facilitate discussions between divisions and bureaus that are competing for a finite amount of federal and state apportionment/obligation authority. The amount of apportionment/obligation authority received impacts the service level of their respective programs. The service level of these programs directly impacts the welfare of the traveling public within the State of Montana.
- 5) Oversees systems testing related to the TCP and other automated systems, including software testing and making appropriate adjustments. Analyzes and interprets transportation funding legislation, federal regulations, State statutes, legislative mandates and Department Directives to identify/resolve conflicting issues in order to formulate operating assumptions and program eligibility criteria.
- 6) Represents the MDT at the Department Transportation Commission meetings and other local government and public interest meetings.
- 7) Stays current on Federal rules and regulations and makes changes to the TCP system and processes appropriately.

Implementation Duties

55%

The "Fund Obligation" Tracking System is an interactive system that is used to manage and administer the Department's available federal-aid and state funded fiscal resources. This system accurately identifies all federal-aid and state funded project and program apportionment obligations and is the basis for generating detailed accounting records pertaining to the status of all federal-aid apportionments.

- 1) Responsible for managing and administering the Department's computerized "Fund Obligation" Tracking System and multi-modal programming activities. Provides input to the system as needed.

- 2) Monitors and reviews section staff FMIS programming activities and has final approval authority prior to submission to FHWA. Formulates and establishes a system to track fund obligations.
- 3) Analyzes and interprets Transportation Funding Legislation, federal regulations, State statutes, legislative mandates and Department directives to identify/resolve conflicting issues, establish project/program eligibility criteria and validate testing.
- 4) Sets obligation for highway project, makes modifications to meet spending needs. Ensures expenditures are consistent with appropriate level of FHWA authority. Monitors each staff member's assigned program or mods to ensure compliance.
- 5) Main point of contact and liaison between the Department and the Federal Highway Administration pertaining to multi-modal federal-aid programming activities.
- 6) Regularly meets with Planning, Engineering, and Fiscal Programming Divisions, the executive staff and FHWA to maintain strong communication and to coordinate the TCP annual and interim meetings related to agency construction plans.

STAFF SUPERVISION

10%

- 1) Manages the professional/technical staff of the Section by reviewing and revising their work plans, priorities, and monitoring progress through regular staff meetings. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of section and bureau goals.
- 2) Determines training needs of section staff through analysis of program effectiveness, new technology and policies, and staff performance.
- 3) Evaluates the performance of all positions directly supervised and completes performance evaluations. Implements and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in application of disciplinary action.
- 4) Handles disciplinary actions through assistance with supervisor and human resource specialist. Serves on selection committee, trains and ensures that all Section staff comply with State and Departmental personnel rules, regulations and policies including compliance with collective bargaining agreements. Resolves grievances at the lowest level whenever possible.

Guidelines, manuals or written procedures support this position are?

Transportation Funding Legislation, Title 23 and 49 United States Code, Title 23 of the Code of Federal Regulations, Title 60 Montana Code Annotated, Montana Transportation Commission Policies, Montana Department of Transportation Policies, Generally Accepted Accounting Principles and GAAFR.

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Planning Duties
Implementation Duties
Staff Supervision

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)

- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Instructing

Does this position supervise others? ☒ Yes ☐ No

Number directly supervised: 4.

Complexity level of the positions supervised: Band 6.

Position Number(s) of those supervised: 33217, 81110, 13008 & 33218.

This position is responsible for:

- ☒ Hiring ☐ Firing ☒ Supervision ☒ Pay Level
☒ Performance Management ☒ Promotions ☒ Discipline
☐ Other:

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - *List minimum requirements for the first day of work.*

Knowledge and skills required for this position:

KNOWLEDGE

Develops and establishes professional working relationships with other Department staff members and FHWA. Must have the ability to obtain knowledge of the Federal-aid Transportation Program including its structure, regulations, eligibilities, inter-governmental relationships, administrative practices, budgetary cycles and practices, its funding formulas, relationships between Titles 23 and 49 United States Code, Title 23 of the Code of Federal Regulations, Title 60 Montana Code Annotated, Transportation Commission and Department Policy.

Incumbent must possess and have the ability to apply expert, comprehensive advanced knowledge of the theory, principles, practices and techniques of accounting and fiscal management with emphasis in governmental and non-profit fund accounting.

Incumbent must possess and have the ability to apply expert, comprehensive advanced knowledge of statistical theories, practices and techniques in order to develop and implement new forecasting models.

Incumbent must possess advanced skill in oral and written communication, negotiation and facilitation.

Incumbent must possess advanced skill in synthesizing complex, abstract and often unrelated statistical, financial and planning information in order to conceptualize and implement new innovative theories.

Incumbent must possess advanced skill in analyzing and resolving complex, abstract and often conflicting information.

Incumbent must possess and have the ability to apply extensive knowledge of management concepts and practices which include establishing goals and objectives, developing work plans, coordinating operations, program planning, organizational planning, personnel management, program implementation and evaluation. Incumbent must possess the ability to function in a computerized work environment in order to utilize project tracking systems and direct the development and implementation of comprehensive forecasting models.

SKILLS

This position requires extensive skills in communicating effectively both verbally and in writing; problem-solving; and negotiation. Must be skilled in the management of resources through various automated systems, leadership, problem resolution, program planning, operation of standard office equipment and computer software,

Behaviors required to perform these duties?

See MDT Core Behaviors

- **Analytical/Interpretive Thinking:** Accurately applies general standards and requirements to specific fiscal management issues.
- **Decision Making:** Evaluates multiple and ambiguous factors to resolve problems. Develops and implements appropriate courses of action in response to opportunities and impediments.
- **Communicate effectively:** Carries out the vision and goals of the organization; is relied upon by others as a source for valid information; develops and maintains long lasting working relationships with subordinates, peers, and customers.

- **Independence of Action:** Determines appropriate responses to fiscal management issues with minimal assistance or precedent.
- **Problem-solver:** Develops broad strategies to utilize the least amount of resources necessary to accomplish a mission.
- **Teamwork:** The position is expected to share knowledge with others, suggest opportunities for improving work methods, willingly accept new duties, and support fellow employees and management objectives. The position must treat others with courtesy and respect; demonstrate team leadership; coordinate the activities of multiple staff and resources; take action to create positive relationships with co-workers and business partners; and contribute to quality solutions.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|--|---|
| <input type="checkbox"/> High school education required | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> 1-year college/voc. training | <input type="checkbox"/> Master's degree |
| <input type="checkbox"/> AAS/2-years college/vocational training | |

Specify the acceptable bachelor's degrees: Business Finance Business Administration, Business Management, Business Finance, Political Science, Public Administration, Psychology, Communications, Civil Engineering or other related fields.

Will a master's degree substitute for the required experience? No

Will experience substitute for the degree requirement? No

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 6 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 7 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 8 years |
| <input type="checkbox"/> 3 years | <input type="checkbox"/> 9 years |
| <input checked="" type="checkbox"/> 4 years | <input type="checkbox"/> 10 years |

☐ 5 years ☐ Other _____(be specific)

Four (4) years of progressively responsible experience in governmental accounting, budgeting, or a related field including experience with government finance and a minimum of one (1) year of supervisory/managerial experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☐ Yes ☒ No

SECTION IV – Other Important Job Information

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: Title

Signature Date

Immediate Supervisor:

John Huth

Name: Title

Signature Date

Division/District Administrator:

Larry Flynn

Name: Title

Signature Date

Department Designee:

Jennifer Jensen

Name: Administrator, Human Resource Division

Title

Signature Date
